



Federal Executive Board of Minnesota

Suite 2250, 1 Federal Drive, St. Paul, Minnesota 55111 | (612) 713-7200 | Facsimile (612) 725-1750

Government on Display Expo Government Agency Application March 3, 2018 at Rosedale Center, Rosedale, MN

If your agency is interested in being a part of the Government on Display Expo at Rosedale Center you **must return this form** to the Federal Executive Board no later than the close of business on February 19, 2018. Agency requests following that date will only be considered on a case-by-case basis.

Remit application

- By email to Marianne Pagerit at Marianne_Pagerit@ios.doi.gov **OR**
- By mail to: Marianne Pagerit
Federal Executive Board
1 Federal Drive, Suite 2250
Fort Snelling, MN 55111

Name of agency:

Federal State

Mailing address of agency:

Agency Point Of Contact (POC) Name:

POC telephone number:

POC e-mail address:

Primary Purpose of Display (check all that apply): Promotional Hiring Other (describe)

Will you partner or share a booth with another agency? (If so, describe)

The FEB will contract with a vendor for tables and chairs for displays. Please indicate the number of tables and chairs required for your Agency display:

6' tables Chairs

Detailed Agency Exhibit Proposal

This detailed agency exhibit proposal/description must include: photographs of the display, or detailed descriptions of your proposed exhibit. Include power needs (power consumption needs not number of outlets). Proposals must include a sketch of the floor footprint (e.g. height/width/depth). You may attach additional pages to this application if you need more space.

Registration Fee & Tables, Chairs, Telephone Lines, Etc.: Your \$125 registration fee and order for tables, chairs, covering/skirting and backdrops (if needed) must be submitted by Monday, February 19, 2018 to the Federal Executive Board of Minnesota. The contractor will set up all tables at Rosedale Center. Agencies may use Federal purchase cards or checks for this payment.

AFTER FEBRUARY 8, 2018 all payments may be made via the FEB online registration website <https://minnesota.feb.gov>. From there, select the “Register” tab and then click on “Events” where you will see the Government on Display registration option. This will take you to our Eventzilla page for registration. You will receive a receipt automatically from the website system. Again, this registration will not be available until after February 8, 2018.